



San Diego County Employees' Charitable Organization

1600 PACIFIC HIGHWAY Room 209, SAN DIEGO, CA 92101 – www.sdceco.org

"LEND A HAND"

2010 Grant Application Instructions

BACKGROUND AND MISSION

The San Diego County Employees' Charitable Organization (CECO) is an employee-managed organization that gives 100 percent of the money it collects to local non-profit agencies. With no paid staff, CECO is managed by employees who volunteer their time and effort to keep the CECO tradition of giving alive.

Donations are driven by automatic payroll deductions and one-time contributions by County of San Diego and Superior Court employees and retirees. Since 1956, CECO has distributed millions of dollars to communities within San Diego County allowing local agencies to expand and improve their existing services.

Grants awarded by CECO are in the name of County of San Diego and Superior Court employees and retirees is our way of showing San Diego County communities that our employees go above and beyond everyday to make this county a better place. In 2009, CECO gave out \$343,488.88 to 90 programs, with awards ranging from \$670 to \$10,000.

ELIGIBILITY/EXPECTATIONS

To be eligible to receive a grant from CECO, the applicant must meet the following eligibility criteria and expectations:

- Be a non-profit organization. Proof of non-profit status is required by submission of Form 501 (c)(3) or California Franchise Tax Board Form or Form 509(a)(1) as required by the United States Internal Revenue Service.
- Use funds for purposes of enhancing community enrichment programs, health, recreation and human care needs of residents of San Diego County.
- Purchase items based on what CECO approved by September 30, 2010. Receipts shall be dated between March 01, 2010 and September 30, 2010.
- Receipts for perishable food items should be dated between March 01, 2010 and December 01, 2010 and postmarked by December 01, 2010.
- Refund any portion of the grant which is not used for the item(s) specified in the Grant Award Letter by October 10, 2010.



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TYPES OF GRANTS

CECO funding is available for equipment, furnishings and other durable goods to support the organization and its programs. Examples include – refrigerator, stove, carpet, desk, dresser, computer, musical instruments, medical and dental equipment, theatrical equipment, recreational equipment. CECO may consider funding requests that involve purchase of consumables, such as healthy food, medications, art supplies, and books.

CECO will not fund staff positions, camperships, gift cards, vouchers, bus passes or similar public transportation expenses, training expenses, rent, underwriting, or any amount over \$10,000.

CECO attempts to target many diverse groups in need of services and to provide grants to organizations throughout San Diego County. Organizations should not rely on CECO as a yearly funding source. Previous funding does not guarantee future funding. Therefore, to maximize the number of people served throughout the region, **submission is limited to 2 applications per agency.**

EVALUATION CRITERIA

The Allocations Committee will evaluate the application according to the following criteria:

1. PROGRAM: Does the Application clearly identify and describe all elements of the specific program that CECO funds will support.
2. NEED: Does the Application clearly define a local need for the program and provide information supporting the need.
3. IMPACT: Does the Application clearly explain the impact of this program on the targeted audience.
4. BENEFIT: Does the Application clearly explain the specific, long-term benefits of this program to San Diego County residents.

SELECTION PROCESS

The Allocations Committee will not accept incomplete or late applications. In addition, during the review process, if CECO has any questions regarding your application, a CECO representative may call or e-mail the contact person listed on your application. **If a response is not received within 2 business days, CECO reserves the right to reject the application.**



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ITEMIZED ESTIMATE/QUOTE

Costs must be itemized by line item(s) and include a complete description of each line item(s). **Direct staffing costs will not be funded.** Quotes printed out from the internet are acceptable. To ensure the maximum number of people are served throughout the region, CECO asks that you limit your application request to \$10,000 or less for any one grant request. Average grant award is between \$2,500 to \$4,000.

APPLICATION CHECKLIST

Applicants must submit a completed application packet or the application will be rejected. Please use the application checklist below to assist in compiling your application packet.

1. The application packet includes:
 - 2010 CECO Grant Application
 - Itemized Estimate/Quote for requested funds
 - Current Year Program Operating Budget
 - One or all of the following; as it applies, Form 501 (c)(3), California State Franchise Tax Board Form, Form 509 (a)(1).
2. If your agency received a grant in 2009 you must also include: Acknowledgement of County Employees' Charitable Organization support (i.e., newsletter, brochure, press release, website print out). All acknowledgements shall include the use of the full name: *San Diego County Employees' Charitable Organization*.
3. Application deadline: December 03, 2009. Application packet shall be postmarked by December 03, 2009. Late applications will not be accepted.
4. Submit 16 copies (1 original, 15 identical copies) of the application packet, along with one CD containing an electronic copy of the application packet (such as a PDF version) to:
CECO Executive Committee
Attn: Eileen Espinoza, Allocations Chairperson
1600 Pacific Highway, Room 209
San Diego, CA 92101-2429
5. Staple or paper clip applications, do not include a cover letter or plastic report covers.



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DISBURSEMENT SCHEDULE

CECO Grants are scheduled to be awarded in March 2010. Grant recipients will be notified by letter of the award.

Award Ceremony:

CECO distributes funds at the annual Awards Ceremony Breakfast which will tentatively be held in March 2010. CECO requests all grant recipients attend.

RECEIPTS AND REFUNDS

Receipts: If granted an award, applicant shall provide receipt(s) for approved items by September 30, 2010. Receipts shall be dated between March 01, 2010 and September 30, 2010. Receipts shall be postmarked by September 30, 2010 and sent to the listed contact person (below).

Refunds: If granted an award, applicant shall refund any portion of the grant which is not used for the item(s) specified in the Grant Award Letter by October 10, 2010. Refund shall be in the form of a check, money order, or cashier's check and made payable to the *San Diego County Employees' Charitable Organization* and sent to the listed contact person (below).

CONTACT

If awarded a grant, receipts and refunds are to be sent to the following address (below). If you have any questions about the grant process, please contact Eileen Espinoza (email preferred):

CECO Executive Committee
Attn: Eileen Espinoza, Allocations Chairperson
1600 Pacific Highway, Room 209
San Diego, CA 92101-2429
Tel: (619) 531-4471 or (619) 531-3374
Email: eileen.espinoza@sdcdca.org